

4/24/92

**SUBJ: ORGANIZATION—FAA HEADQUARTERS**

**1. PURPOSE.** This change transmits revised pages of Chapter 51, Associate Administrator for Aviation Standards; Chapter 58, Associate Administrator for Regulation and Certification; and Chapter 90, Executive Director for System Operations, and withdraws Chapter 50, Executive Director for Regulatory Standards and Compliance and Chapter 60, Office of Program and Resource Management.

**2. EXPLANATION OF CHANGE.** This change abolishes the Office of Program and Resource Management. The functions of the office are transferred to the Associate Administrator for Aviation Standards and the Associate Administrator for Regulation and Certification. This change also abolishes the Executive Director for Regulatory Standards and Compliance. This change also transfers management of the Hangar 6 facility from the Office of Aviation System Standards, formerly known as the Aviation Standards National Field Office, to the Associate Administrator for Aviation Standards. This change:

- a. Establishes the Programs and Plans Staff to assist the Associate Administrator for Aviation Standards in the administration and management of certain programs and services within the purview and under the executive direction of the associate administrator.
- b. Establishes the Financial Management Staff to assist the Associate Administrator for Aviation Standards in the administration and management of budgetary programs within the purview and under the executive direction of the associate administrator.
- c. Establishes the Information Resource Management Staff to assist the Associate Administrator for Aviation Standards in providing national information resource program policy for office automation activities under the direction of the associate administrator.
- d. Establishes the Washington Flight Program Staff to provide for the operation and maintenance of aircraft at Washington National Airport, Hangar 6, in accordance with applicable parts of the Federal Aviation Regulations and other established policies, standards, and procedures. This function is transferred from the Office of Aviation System Standards.
- e. Establishes the Executive Staff to provide administrative, resource, and fiscal management support to the Associate Administrator for Regulation and Certification (AVR). The staff provides overall leadership, coordination, and facilitation for the design, improvement, and integration of systems and procedures which enhance the management of AVR programs.
- f. Places the Associate Administrator for Aviation Standards and the Associate Administrator for Regulation and Certification under the Executive Director for System Operations.
- g. Places the Office of System Capacity and Requirements, the Aeronautical Center, and the Regional Administrators under the Executive Director for System Operations. Revisions to the functional statements for these organizations will be documented in a separate organizational change.

**3. DISPOSITION OF TRANSMITTAL.** After filing the revised pages, this change transmittal should be retained.

**PAGE CONTROL CHART**

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**51-1 MISSION.** The Associate Administrator for Aviation Standards advises and assists the Executive Director for System Operations and the Administrator in directing, coordinating, controlling, and ensuring the adequacy of programs, such as aviation medicine, accident investigation, flight inspection, flight procedures development, and airmen and aircraft registry.

**51-2 ORGANIZATIONAL STRUCTURE.** The organizational structure for the Associate Administrator for Aviation Standards is shown in figure 1-1. The Associate Administrator for Aviation Standards exercises executive direction over the following elements of FAA:

- a. Office of Accident Investigation.
- b. Office of Aviation Medicine.
- c. Withdrawn—CHG 11.
- d. Office of Aviation System Standards.

**51-3 FUNCTIONS.** The Associate Administrator for Aviation Standards:

- a. Oversees the management of the airman and aircraft registry.
- b. Oversees the flight inspection of air navigation facilities and flight procedures development.
- c. Oversees the development and execution of policy and the administrative aspects of the agency aircraft program which provides for the operation and maintenance of FAA aircraft.
- d. Investigates aircraft accidents and incidents, supports National Transportation Safety Board (NTSB) accident and incident investigation, and develops and manages a reporting program for accidents and incidents.
- e. Withdrawn—CHG 11.
- f. Oversees the policy execution and administrative management aspects of the airman medical certification, medical research, aeromedical education, medical accident investigation, aviation industry anti-drug, airman medical standards, and occupational health programs.

**51-4 AUTHORITY.** With respect to all matters within the associate administrator's sphere of responsibility, the Associate Administrator for Aviation Standards is authorized to:

- a. Take action and issue orders in the name of the Administrator and Executive Director for System Operations, except for those matters which the Administrator or executive director has specifically reserved or otherwise provided.

- b. Represent the Administrator as directed by the executive director.

- c. Act on any matter for which specific delegation of authority has been made to the associate administrator or to any element under the associate's executive direction.

### 51-5 RESERVED.

**51-6 SPECIAL RELATIONS.** The Assistant Administrator for Policy, Planning, and International Aviation is responsible for coordinating agency policy and planning development so that operations and development activities are directed toward common goals and in accordance with approved priorities. All aviation standards programs and activities are to be consistent with approved agency policies, goals, and priorities. Program and operational policy activities initiated from within the offices under the Associate Administrator for Aviation Standards which will alter existing agency policy, plans, and/or priorities shall be coordinated prior to their promulgation with the Assistant Administrator for Policy, Planning, and International Aviation through the Associate Administrator for Aviation Standards; such activities shall be included within official agency planning documents prepared under the cognizance of the Assistant Administrator for Policy, Planning, and International Aviation.

### 51-7 thru 51-9 RESERVED.

**51-10 PROGRAMS AND PLANS STAFF.** The Programs and Plans Staff assists the Associate Administrator for Aviation Standards in the administration and management of certain programs and services within the purview and under the executive direction of the associate administrator. The staff:

- a. Develops, implements, and administers systems and procedures designed to facilitate management of programs, services, or projects.
- b. Provides leadership, direction, and guidance on administrative management programs to offices within the complex.
- c. Serves as the liaison between the associate administrator and the Offices of Human Resource Development, Personnel, and Training and Higher Education, and other Washington headquarters elements on administrative and program management matters.

- d. Provides for effective evaluations of program performance and ensures adequate followup to optimize program efficiency.
- e. Assists in development, coordination, and management of civil aviation emergency operations plans and programs to ensure continuity of civil aviation operations during national emergencies.
- f. Develops, consolidates, coordinates, and monitors long-range agency plans and objectives.
- g. Assists the associate administrator in the management of international activities of the offices within the complex, coordinates the development of international policies, standards, regulations, and positions, and serves as the Interagency Group on International Aviation (IGIA) Clearance Officer.
- h. Ensures that all elements of the office participate constructively in the FAA Equal Employment Opportunity Action Plan and in equal employment opportunity planning for the future.
- i. Develops, manages, and coordinates national training requirements and plans within the framework of agency training policies.
- j. Develops and implements a comprehensive program to facilitate the management of human resources.

#### 51-11 RESERVED.

**51-12 FINANCIAL MANAGEMENT STAFF.** The Financial Management Staff assists the Associate Administrator for Aviation Standards in the administration and management of budgetary programs within the purview and under the executive direction of the associate administrator. The staff:

- a. Advises and assists in the effective management of resources, in the administration of executive decisions, and in the development and maintenance of productive relationships with the public, the aviation community, and other Government agencies.
- b. Develops and recommends budgetary guidance, planning guidelines, and emphasis items; prepares a consolidated program budget; and participates in the presentation and defense of the budget.
- c. Presents consolidated, formulated budgets, fiscal plans, and procurement plans to the associate administrator and to the deputy associate administrator in a process involving participation by the heads of the various organizations under the executive direction of the associate administrator.
- d. Analyzes and assists in the preparation of the agency position on audit reports by the Office of the Inspector General (OIG) and the General Accounting Office (GAO).

- e. Serves as the focal point and the liaison and contact with the Office of Budget for all organizations under the associate administrator on all Operations, F&E, and RE&D budget matters.

- f. Prepares and coordinates reports required by the Congress.

**51-13 INFORMATION RESOURCE MANAGEMENT STAFF.** The Information Resource Management Staff assists the Associate Administrator for Aviation Standards (AVS) in providing national information resource program policy for office automation activities under the direction of the associate administrator. The staff:

- a. Develops and directs AVS information resource management (IRM) policy and serves as the chief information office (CIO) for the associate administrator's automation processes with respect to system design, test, evaluation, and implementation and coordinates system engineering processes with appropriate offices, services, and regions.

- b. Represents the associate administrator and the offices within the complex on the Information Resources Management Committee to provide coordinated direction to implementation of the Federal Aviation Administration Information Resources Management Plan (IRMP) by:

- (1) Serving as the focal point for all information resources management activities.

- (2) Coordinating the development and maintenance of the organization's strategic and tactical plans.

- (3) Assembling program data on information resource management budgets and fiscal programs.

- (4) Facilitating IRM resources and work priority decisions.

- (5) Approving the acquisition of hardware, software, and related services within the delegated authority of the associate administrator or director.

- (6) Tracking IRM projects and activities.

- (7) Monitoring indepth project reviews and required triennial reviews of individual systems.

- (8) Reporting on IRM progress and problems.

- c. Provides oversight and coordination of all office automation activities.

- d. Conducts special evaluations and analyses of agency data to meet IRM program management and program planning requirements of the offices under the associate administrator.

e. Participates in and supports an office automation program to facilitate the most effective use of information processing and microcomputer equipment and serves as technology experts and consultants on all automation activities.

**51-14. RESERVED.**

**51-15 WASHINGTON FLIGHT PROGRAM STAFF.**

The Washington Flight Program Staff provides for the operation and maintenance of aircraft at Washington National Airport, Hangar 6, in accordance with applicable parts of the Federal Aviation Regulations and other established policies, standards, and procedures. The staff:

(a) Develops and recommends plans and programs to provide aircraft and services necessary to adequately support headquarters evaluation, currency, and training requirements.

(b) Provides aircraft and services for other agency programs and supports those requests for transportation of other Government entities as directed by DOT and FAA management.

(c) Coordinates and schedules Hangar 6 and open market rental aircraft to support the approved headquarters flight programs.

(d) Develops course materials and coordinates plans and schedules to conduct initial and recurrent flight training for headquarters and field personnel.

(e) Maintains a control and recordkeeping system to manage the use of resources, schedules required airworthi-

ness inspections, and maintenance; maintains pilot records that reflect activity and proficiency levels; and provides pertinent information to develop fiscal programs and budget estimates.

(f) Prepares the annual Hangar 6 aircraft program budget request. Executes all activities necessary for effective management of the fiscal program.

(g) Conducts periodic analyses of flight program data to optimize the use of resources and prepares periodic reports for FAA management and recommends alternatives or opportunities for program improvements.

(h) Develops and administers the Hanger 6 security program to control access to ensure the security of all aircraft operated from the Hangar 6 facility.

(i) Maintains operational control over FAA Hanger 6 aircraft through scheduling, dispatch, and flight following and ensures that information pertaining to aircraft and crew status is immediately available to the Manager, Washington Flight Program Staff.

(j) Develops and periodically validates or revises the requirements for contract maintenance of assigned agency aircraft.

(k) Provides for daily aircraft maintenance of assigned agency aircraft and develops schedules for routine and major maintenance with appropriate contractors.



## CHAPTER 58. ASSOCIATE ADMINISTRATOR FOR REGULATION AND CERTIFICATION

**58-1 MISSION.** The Associate Administrator for Regulation and Certification advises and assists the Executive Director for System Operations and the Administrator in directing, coordinating, controlling, and ensuring the adequacy of the substantive aspects of FAA rulemaking actions relating to the safety of flight, aircraft certification, and manufacturing; certification of airmen, air carriers, air agencies, and aircraft; and plans and programs covering competence of airmen, air agencies, and air carriers.

**58-2 ORGANIZATIONAL STRUCTURE.** The organizational structure for the Associate Administrator for Regulation and Certification is shown in figure 1-1. The Associate Administrator for Regulation and Certification exercises executive direction over the:

- a. Aircraft Certification Service.
- b. Flight Standards Service.
- c. Office of Rulemaking.

**58-3 FUNCTIONS.** The Associate Administrator for Regulation and Certification:

- a. Prescribes standards governing the design, production quality assurance, and airworthiness certification (or approval) of aeronautical products.
- b. Administers an aircraft certification program.
- c. Establishes certification standards for air carriers, commercial operators, air agencies, and airmen (except air-traffic control tower operators).
- d. Directs the certification, inspection, and surveillance activities to ensure the adequacy of flight procedures, operating methods, airmen qualifications and proficiency, aircraft maintenance, and the maintenance aspects of continued airworthiness programs.
- e. Manages and directs FAA rulemaking actions which are under the jurisdiction of the Executive Director for System Operations.

**58-4 AUTHORITY.** With respect to all matters within the associate administrator's sphere of responsibility, the Associate Administrator for Regulation and Certification is authorized to:

- a. Take action and issue orders in the name of the Administrator as directed by the executive director.
- b. Represent the Administrator as directed by the executive director.

c. Act on any matter for which specific delegation of authority has been made to the associate administrator or to any element under the associate's executive direction.

### 58-5 RESERVED.

**58-6 SPECIAL RELATIONS.** The Assistant Administrator for Policy, Planning, and International Aviation is responsible for coordinating, agency policy and planning development so that operations and development activities are directed toward common goals and in accordance with approved priorities. All regulations and compliance programs and activities are to be consistent with approved agency policies, goals, and priorities. Program and operational policy activities initiated from within the offices under the executive director which will alter existing agency policy, plans, and/or priorities shall be coordinated, prior to their promulgation, with the Assistant Administrator for Policy, Planning, and International Aviation. Offices and services are responsible for the overall substance of rulemaking projects within their purview. The Office of Aviation Policy and Plans will provide support to the office of primary interest by performing regulatory evaluations and providing results to the Office of Rulemaking and the office of primary interest.

### 58-7 thru 58-9 RESERVED.

**58-10 EXECUTIVE STAFF.** The Executive Staff contributes to aviation safety by providing quality administrative and resource management support to the Associate Administrator for Regulation and Certification (AVR). The Executive Staff provides overall leadership, coordination, and facilitation for the design, improvement, and integration of systems and procedures which enhance the management of AVR programs. In this regard, the staff:

- a. Provides overall direction in the development and implementation of:
  - (1) Planning activities (e.g., Information Resource Management (IRM), budget, strategic, evaluation).
  - (2) Budget formulation and execution activities.
  - (3) Human Resource Management activities.
  - (4) Information preparation and dissemination (e.g., policy and issue papers, backup materials for Congressional hearings, Congressional referrals).
  - (5) Reporting requirements (e.g., Accomplishment Report, Congressional, A-123 compliance, IRM activities, Current Issues).
  - (6) Program impact and productivity measures.

- (7) Responses and/or comments (e.g., audits and internal and external evaluations).
- b. Provides an AVR focal point for liaison with other headquarters elements and other government agencies.
- c. Represents AVR on the Information Resources Management Committee (IRMC) as the Information Resource Manager.
- d. Develops, implements, and maintains AVR-wide IRM applications and systems and integrates, to the maximum extent possible, AVR automation systems.

e. Develops and implements evaluation policy and procedural guidance for AVR offices; provides advice and assistance to AVR-1 and the AVR offices about all aspects of program evaluation; and serves as the AVR representative for all externally conducted evaluations and audits.

f. Conducts evaluations and special projects at the direction of AVR-1 and represents AVR-1, as appropriate.

g. Manages all phases of planning, budgeting, personnel, automation, and administrative activities for the immediate office of the associate administrator.

## CHAPTER 90. EXECUTIVE DIRECTOR FOR SYSTEM OPERATIONS

**90-1 MISSION.** The Executive Director for System Operations provides leadership, direction, and guidance relating to the safe and efficient utilization of the national airspace, flight standards, aircraft certification, aviation medicine, aircraft accident investigations, airman and aircraft registry, and rulemaking. This includes the operation and maintenance of the national air traffic control and navigation system and the installation of air traffic and navigation facilities and equipment; the formulation of system capacity programs; the conduct of training, warehousing and supply, and automatic data processing services; and the management of regional programs.

**90-2 ORGANIZATIONAL STRUCTURE.** The organizational structure for the Executive Director for System Operations is shown in figure 1-1.

**90-3 FUNCTIONS.** The Executive Director for System Operations:

- a. Provides leadership in the promotion and management of initiatives to foster aviation safety, managerial accountability, recognition, and organizational development and modernization.
- b. Establishes objectives and priorities that reflect FAA strategic goals and the Administrator's policy initiatives.
- c. Ensures the integration and coordination of policy and planning within and across agency functional areas.
- d. Evaluates effectiveness of organizational elements and programs.
- e. Promotes positive human relations, open communications, and affirmative equal employment opportunity policies.

- f. Exercises executive direction over the:
  - (1) Associate Administrator for Air Traffic.
  - (2) Associate Administrator for Airway Facilities.
  - (3) Associate Administrator for Aviation Standards.
  - (4) Associate Administrator for Regulation and Certification.
  - (5) Office of System Capacity and Requirements.
  - (6) Aeronautical Center.
  - (7) Regional Administrators.

**90-4 AUTHORITY.** With respect to all matters within the director's sphere of responsibility, the executive director is authorized to:

- a. Take action and issue orders in the name of the Administrator, except for those matters for which the Administrator has specifically reserved authority or otherwise provided.
- b. Represent the Administrator.
- c. Act on any matter for which specific delegation of authority has been made to the executive director or any element under the executive director's executive direction.

**90-5 SPECIAL DELEGATION.** The Executive Director for System Operations is authorized to designate associate administrators as reporting officials for the regional program divisions for which they are the responsible Washington official. This authority may be redelegated to office and service directors but no lower.

